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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 14 September 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 37

STAT  
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I. SIGNIFICANT ITEMS.II. OTHER ITEMS

A. CLEARANCES FOR COVERT ASSOCIATES. The Personnel Section has experienced an impossible situation in regard to securing clearances for covert associates. The Office of Security, after granting a verbal security approval for the use of [ ] as a covert associate has now suggested that an overt clearance be requested through the Office of Personnel. This is impossible since there are no overt contract employees. The Personnel Section is attempting to get the Office of Personnel and the Office of Security to resolve this situation. If this is unsuccessful, a memorandum will be prepared to the DDS, requesting that the situation be clarified.

B. CAREER PLANS FOR ST DESIGNEES ON ROTATION. Instructions on career planning for ST designees on rotational assignments are being sent to appropriate personnel officers for distribution to the ST designees.

C. JOB DESCRIPTIONS - [ ] The Position Evaluation Division of the Office of Personnel has completed job descriptions for all the approved positions for [ ]. Copies of the job descriptions have been forwarded to the Personnel Office. [ ] The availability of the job descriptions to local supervisors should greatly assist them in carrying out their responsibilities.

D. OTR BUDGET ESTIMATE - FY 1957. The consolidated OTR Budget Estimate for Fiscal Year 1957 was submitted to the Comptroller by the deadline date, 9 September 1955.

E. OVERTIME - [ ] OTR overtime for August, except [ ] 25X1  
 [ ] personnel, was 1391 compared to 1469 hours worked in July.

F. OBLIGATIONS. The BFO/TR is preparing a report to each OTR major component of total Fiscal Year 1956 obligations through 31 August 1955.

G. WAREHOUSE REHABILITATION - [ ] The Real Estate and Construction Division of the Office of Logistics has certified that all necessary work has been completed in the rehabilitation of the warehouse at [ ] The total 25X1  
 cost of the project was [ ] 25X1

Attachment: [ ]

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